

POSITION: LIBRARY TECHNICIAN

BASIC FUNCTION OF POSITION

Responsible for library outreach programs and speaker programs at the IRC. Develops contacts with librarians around Burma and maintains direct dealings with host country target audiences. Manage overall operations of the library collection, including circulation and catalog. Provide research and collection development for the Baldwin Library and the Jefferson Center. Support the activities of the Jefferson Center Reading Room in Mandalay and American Corner through regular visits. Responsible for distribution of the country-wide book donation program. Act as circulation manager every Saturday on alternate months.

MAJOR DUTIES AND RESPONSIBILITIES

Circulation and Collection Development

40%

Responsible for supporting the IRC's day-to-day operations at the circulation counter, including training of IRC clerks and volunteers. Catalog and process books and other library material in the shortest possible time. Make recommendations for selection of language books, university and colleges catalogs, and test preparation books for the IRC, Jefferson Center and American Corner.

Outreach

40%

Responsible for library outreach programs, such as workshops, training and lecture programs for community libraries throughout the country. Under the direction of the IRC supervisor, handle the country-wide book donation program and distribute the books to over 100 community libraries around Burma on a monthly basis. Evaluate the book donation recipients' wish list prior to distribution of the books to ensure effectiveness of program. Send Article Alert service, select dissemination of information and E-Journals to target audience of over 100 members on a monthly basis. Regularly assist with activities and resources for American Corner at Myanmar Institute of Theology.

Mandalay Jefferson Center

20%

Make regular visits to the Jefferson Reading Room in Mandalay to support and meet up-country contacts and receive new membership application forms. Responsible for the transfer of library supplies and books to the Jefferson Reading Room on a weekly basis. Coordinate with the library staff from the Jefferson Center to maintain Jefferson Center records and statistics for supervisors.